massDOT Massachusetts Department of Transportation Rail & Transit Division

Massachusetts Bay Transportation Authority

Verification	Originator	Revised	Approved	Issued
Initials	CD	MAD	JOK	JOK
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EP-4.3.2-1 Legal & Other Requirements Procedure

Person responsible: **ESMS Management Representative & ESMS Core Team**

Area of application: Cabot Maintenance Facility

Document location: intranet.mbta.com/environmental/ESMS-ISO-14001

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Revisions

Rev. No.	Date	Description
001		
002		

Recurring action items

Activity	Responsibility	Frequency
1. Update and document list of legal & other requirements and maintain accessibility to person(s) responsible.	ESMS Management Representative	Annually

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EP-4.3.2-1 Legal & Other Requirements Procedure

1.0 Purpose

1.1 The purpose of this procedure is to establish the method by which the MBTA identifies, reviews, and ensures access to the applicable legal and other requirements associated with the MBTA's environmental aspects and the Environmental & Sustainability Management System.

2.0 Scope

2.1 This procedure identifies legal and other requirements of the operations of the MBTA. Legal and other requirements include local, state and federal environmental legislation and regulations that the MBTA is legally obligated to comply with as well as environmental requirements that the MBTA has pledged to comply with through associations, memberships and other volunteer pledges.

3.0 Responsibility

3.1 The **Environmental Department and the Legal Department** are responsible for:

3.1.1 Ensuring all legal and other requirements that affect each division operating at the MBTA are identified and listed on the Environmental Regulations Matrix (ED-4.3.2-2);

3.1.2 Ensuring and maintaining access to these requirements to the respective departments and facilities;

3.1.3 Staying abreast of changes to these requirements and working with the Operations Department to evaluate known and anticipated physical and/or operational changes to the MBTA to determine if new requirements are triggered; and

3.1.4 Communicate relevant information about the requirements to all affected MBTA personnel.

3.2 The **Superintendent** in charge of an MBTA facility is responsible for:

3.2.1 Communicating proposed physical and/or operational changes to the Environmental Department and other relevant Departments.

3.2.2 Obtaining approval from the Environmental Department and/or other relevant Departments prior to making physical and/or operational changes, including but not limited to the procurement or installation of stationary or portable equipment which may have an impact on the Facility's aspects and impacts.

4.0 Definitions

4.1 Refer to EP-4.4.4-2 ESMS Related Definitions

5.0 Process

5.1 An initial review of the Environmental Regulations Matrix (ED-4.3.2-2) will be conducted by the

Legal and Environmental Departments. Thereafter, annually the Environmental Regulation Matrix will be reviewed by the Legal and Environmental Departments.

5.2 A supplemental document will be created, reviewed and maintained that highlights changes in rules, regulations and standards pertinent to ESMS Operations

6.0 References / Related Documents

6.1 ED-4.3.2-2 Environmental Regulations Matrix

6.2 EP-4.3.1-1 Aspects and Impacts Procedure

6.3 ED-4.3.1-2 Evaluation of Aspects & Impacts Matrix